UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

	FOR THE	DISTRICT	OF COLUN	IDIA		
	Plaintiff)				
	V.)))	Civil	Action No.		
	Defendant)				
	SUMMO)NS IN A C	IVIL ACTIO	ON		
То:	(Defendant's name and address)					
	A lawsuit has been filed against you.					
	Within 30 days after service of this sum on the plaintiff an answer to the attached Procedure. The answer or motion must be sare:	complaint o	r a motion ur	nder Rule 12 o	of the Federal F	Rules of
compl	If you fail to respond, judgment by defa aint. You also must file your answer or r	•	_	st you for the	relief demande	ed in the
			ANGELA D	. CAESAR, CI	LERK OF COU	U RT
Date						
Dute.			Signa	ture of Clerk or	Deputy Clerk	

FOIA Summons (1/13) (Page 2)

Civil Action No.

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

was re	This summons for (nan ceived by me on (date)	ne of individual and title, if any)						
	☐ I personally served	the summons on the individual a	-					
			on (date)	; or				
	☐ I left the summons	ft the summons at the individual's residence or usual place of abode with (name)						
	, a person of suitable age and discretion who resides there,							
	on (date), and mailed a copy to the individual's last known address; or							
	☐ I served the summo	ons on (name of individual)	individual)					
	designated by law to a	to accept service of process on behalf of (name of organization)						
			on (date)	; or				
	☐ I returned the sumn	nons unexecuted because			; or			
	☐ Other (<i>specify</i>):							
	My fees are \$	for travel and \$	for services, for a total of \$					
	I declare under penalty of perjury that this information is true.							
_								
Date:		-	Server's signature					
			Printed name and title					
			Server's address					

Additional information regarding attempted service, etc: